671-3-.08 Renewal of License/Penalties/Continuing Education Requirements. Amended

- (1) A license issued by the Board shall expire on March 31st of even numbered years. The license may be renewed upon submission of the renewal application and payment of the required fee, provided all requirements have been met. Refer to fee schedule.
- (2) A license that is not renewed on or before March 31st of the renewal year shall be deemed lapsed. An application for reinstatement shall be required as provided for in Rule 671-3-.09 in order to seek reinstatement of a lapsed license to practice in this State. Practicing with an expired license is prohibited by law and practice during this period may result in disciplinary action for unlicensed practice.
- (3) Before or on March 31, 2014 and for renewal cycles after that date, the continuing education requirements contained in this rule will be required for the renewal or reinstatement of a license. Except as otherwise provided each licensee is required to complete a minimum of twenty-four (24) continuing education hours prior to the expiration date of the license. Acceptable professional continuing education activities shall include activities relevant to occupational therapy practice that can be deemed to update or enhance knowledge and skills required for competent performance beyond entry level occupational therapy. A continuing education hour is defined as actual time spent in instruction or organized learning experiences excluding meals, breaks, welcome/introductions, and business meetings.
- (a) Continuing Education (CE) hours obtained from January 1st until March 31st of an even numbered year can be counted toward the following biennium renewal period rather than the current biennium renewal period if the licensee has obtained all hours required for renewal by December 31st of the prior odd numbered year.
- (b) At least fourteen (14) hours of the required twenty-four (24) continuing education hours must be related to direct "hands on" patient care. This includes occupational therapy assessment, treatment planning, occupational therapy implementation and diagnostic related information.
- (c) A maximum of six (6) hours of the required twenty-four (24) continuing education hours can be in "General" continuing education. This includes areas related to administration, supervision, documentation, quality assurance and research.
- (d) A maximum of four (4) hours of the required twenty-four (24) continuing education hours may be used for Level II fieldwork supervision, published professional writing and instructional presentations.
- (e) Each licensee must complete a minimum of two (2) hours of the required twenty-four (24) continuing education hours in the ethics of occupational therapy practice.
- (f) At least twelve (12) of the required twenty-four (24) continuing education hours must be obtained by attendance at live presentations such as workshops, seminars, conferences or formal academic coursework.

- (g) A maximum of twelve (12) of the required twenty-four (24) continuing education hours may be obtained by electronic or web based courses, formal self-study courses, satellite broadcasts, computer learning activities, webinars, or viewing videotapes in a professional setting.
- (4) An individual who is applying for licensure in Georgia for the first time (never having held a Georgia OT or OTA license) and who is licensed during the second year of the biennium renewal period is not required to meet continuing education requirements for that initial renewal period only.
- (5) Prior approval of continuing education courses is not required. Each licensee randomly selected for a CE audit must submit to the Board supporting documentation as specified in this rule.
- (6) Procedures for verifying to the Board that the continuing education requirements for licensure renewal have been met:
- (a) Respond appropriately to questions on renewal of license application;
- (b) Retain continuing education documentation in personal files and submit to the Board if selected for a continuing education audit;
- (c) Documentation as specified in Board Rule 671-3-.08(7) must be maintained by the licensee for no less than three (3) years from the beginning date of the licensure period.
- (7) Documentation of continuing education which the Board deems as acceptable proof of completion includes the following:
- (a) For continuing education courses that include attendance and participation at a live presentation such as a workshop, seminar, conference or in-service educational program:
- 1. A certificate of completion or similar documentation signed by program official, and
- 2. A program description including sponsor, course title, date(s), program objectives/learning outcomes, content description, and agenda or schedule. A shortened description may be accepted for programs specifically exempted by the Board such as AOTA and GOTA Conferences;
- (b) For "General" continuing education under Board Rule 671-3-.08(3)(c), if obtained at a conference, workshop or live presentation, required documentation is as noted above. All other must include:
- 1. Explanation of the relationship of the activity to occupational therapy and your professional growth.
- 2. Date(s) and clock hours of the activity;
- 3. Other information as may be requested.

- (c) For Level II Fieldwork Supervision involving serving as the primary clinical fieldwork educator for Level II occupational therapy or occupational therapy assistant fieldwork students:
- 1. A description of the fieldwork including name and type of facility, name of the fieldwork educator and times spent in direct supervision of the student; and,
- 2. Verification provided by the school to the fieldwork educator with the name of the student, school and dates of fieldwork or the signature page of the completed student evaluation form with evaluation scores and comments blocked out:
- (d) For published professional writing and instructional presentations [Board Rule 671-3-.08(3)(d)] including first time or significantly revised presentations or an academic class session, workshop, seminar, in-service or professional meeting program session:
- 1. Presentation description including location, title, date, hours of presentation, general content description, and type of audience; and,
- 2. Verification of presentation or formal thank you note signed by the sponsor or program official.
- (e) Documentation of electronic or web based course, formal self-study courses, satellite broadcasts, computer learning activities or viewing of videotapes in a professional setting must include:
- 1. Verified instructional time by the course sponsor, a certificate of completion or similar documentation signed by the program official; and,
- 2. A program description including sponsor, course title, date(s), program objectives/learning outcomes, and content description.
- (f) Continuing education should be documented on the appropriate board form, available on the Board website (www.sos.ga.gov/plb/ot).

Authority: O.C.G.A. §§ 43-1-4, 43-1-19, 43-1-25, 43-28-7, 43-28-8, 43-28-13 and 43-28-14. **History.** Original Rule entitled "Renewal" adopted. F. July 15, 1977; eff. Aug. 4, 1977. **Repealed:** New Rule of same title adopted. F. July 1, 1982; eff. July 21, 1982. **Repealed:** New Rule of same title adopted. F. July 11, 1984; eff. July 31, 1984. **Repealed:** New Rule entitled "Renewal of License/Penalties/Continuing Education Requirements" adopted. F. Apr. 14, 1988; eff. May 4, 1988. **Amended:** F. Nov. 20, 1991; eff. Dec. 10, 1991. **Amended:** F. Jan. 28, 1994; eff. Feb. 17, 1994. **Amended:** F. Feb. 1, 1996; eff. Feb. 21, 1996. **Repealed:** New Rule of same title adopted. F. Dec. 2, 2002; eff. Dec. 22, 2002. **Amended:** F. May 4, 2005; eff. May 24, 2005. **Repealed:** New Rule of same title adopted. F. May 30, 2006; eff. June 19, 2006. **Amended:** F. Mar. 25, 2008; eff. Apr. 14, 2008. **Amended:** F. Feb. 20, 2009; eff. Mar. 12, 2009. **Repealed:** New Rule entitled "Renewal of License/Penalties/Continuing Education Requirements. Amended" adopted. F. Feb. 22, 2012; eff. Mar. 13, 2012. **Amended:** F. Oct. 2, 2013; eff. Oct. 22, 2013.